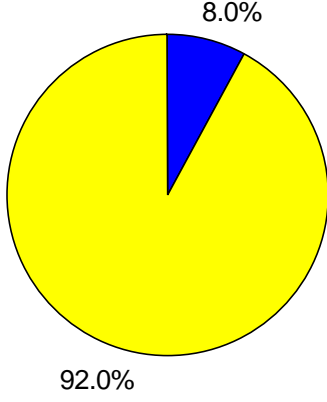


## 91-02-Organizational Development and Management Assistance

Fund/Agency: 001/91		Office of the Sheriff
Personnel Services	\$2,624,812	<p style="text-align: center;"><b>CAPS Percentage of Agency Total</b></p>  <p style="text-align: center;">8.0%</p> <p style="text-align: center;">92.0%</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <span style="color: blue;">■</span> Organizational Development and Management Assistance  <span style="color: yellow;">■</span> All Other Agency CAPS         </div>
Operating Expenses	\$741,983	
Recovered Costs	\$0	
Capital Equipment	\$0	
<b>Total CAPS Cost:</b>	<b>\$3,366,795</b>	
Federal Revenue	\$0	
State Revenue	\$1,743,271	
User Fee Revenue	\$0	
Other Revenue	\$0	
<b>Total Revenue:</b>	<b>\$1,743,271</b>	
<b>Net CAPS Cost:</b>	<b>\$1,623,524</b>	
Positions/SYE involved in the delivery of this CAPS	44/44	

### ► CAPS Summary

The Commander and Staff of the Administrative Services Division oversee a variety of operations and functions. The Division Commander, his Secretary and all of the Branch staff are regular merit County employees and provide oversight, support and guidance for administrative functions. This Division provides support to the other three Divisions of the Sheriff's Office. This CAPS provides support for 573 personnel employees (543 authorized positions), budget oversight and monitoring, material management, training services, technology/systems support and community relations activities for the benefit of the citizens of Fairfax County. The Fairfax County Sheriff's Office Planning and Policy Development Section writes, edits, revises, publishes and distributes agency policies and procedures and standard operating procedures. The Section responds to inquiries about agency policies and procedures, conducts research, completes surveys, and compiles statistical reports for internal and external use. Information and data are interpreted, analyzed and summarized for inclusion in normal work assignments or for release to others. The Section assists with agency projections, needs assessments, and planning. The Section serves as legislative liaison for the agency; reviews and coordinates the review of legislative issues under consideration by the Virginia General

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Assembly; and prepares and coordinates responses to proposed legislative changes and also coordinates the on-site re-accreditation audit by the American Correctional Association.

### ► **Method of Service Provision**

The Administrative Services Division, and consequently the Commander of this Division, exists to provide administrative support to the other three Sheriff's Office Divisions. The Division staff (44) provides: personnel administration support to 573 Sheriff's Office employees, budget administration support, training services, computer systems/technology administration, public information, and planning, policy development. This Division is the contact point for the department for other County agencies and state agencies such as the Virginia Compensation Board.

The Fiscal/Material Management staff provides direction and guidance in budgetary matters and issues surrounding agency funding and procurement policies. The Budget Section staff of the Sheriff's Office is responsible for preparing the Agency's annual budget and all periodic budget reviews. Staff must maintain control and cognizance over agency expenditures to ensure compliance with authorized funding levels. This branch also handles the accounts payable and procurement functions of the Agency in compliance with County procurement practices. They have oversight and responsibility for the preparation and monitoring of the agency's \$42 million budget and provide assistance to staff in purchasing requests and contract maintenance. Responsibility also covers revenue, grants resources, and the accounts payable functions of the agency.

The Human Resources staff ensures implementation of policies promulgated by agency command staff through effective procedure formulation and supervisory follow-up. Staff oversees all matters relating to the Personnel and Training Sections, minority recruiting, testing, applicant screening issues and Employee Assistance matters. The Fairfax County Sheriff's Office Personnel Section provides day-to-day personnel services to both existing employees and prospective employees to include time and attendance reporting, appointments, replacements, transfers, promotions, demotions, and separations for both the State Compensation Board and County Personnel. It establishes and maintains all employees' personnel and medical records, coordinates and administers all requirements of the OSHA bloodborne pathogens standards, and prepares, forwards, and tracks all worker's compensation claims. This is not a complete delineation of duties but provides an example of the broad tasks that fall within the scope of Personnel Services. The Applicant Screening Unit is responsible for employee recruitment and applicant processing, including conducting complete background investigations. The Personnel Section is also responsible for coordinating and administering all promotional testing.

Services provided by the Personnel Section are provided mostly by County employees. The polygraph examination is conducted by the Fairfax County Police Department and occasionally by the Fairfax City Police Department. The medical examination is conducted by the Medical Exam Unit of the Health Department. The psychological evaluation is conducted through a personal services contract. Employees of the Sheriff's Office provide all other services.

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This area of the CAPS also provides guidance, direction, and supervision to section supervisors and their staff under his or her command to ensure efficient and effective operations. This is accomplished through on-site visits to various locations, and telephonic and memorandum communications. Regular meetings are conducted to ensure effective communication. This Section provides direct/indirect supervision of staff at two separate locations via on-site visits, telephonic and memorandum communications; submits monthly and annual reports to the Division Commander; performs final branch review for all applicants; serves on various committees; coordinates/supervises special assignments as directed; and ensures compliance with all mandates relevant to personnel issues impacting agency staff.

The Planning and Policy Development Section provides service to the Agency through the development, revision, publication, and distribution of agency policies, procedures, and standard operating procedures. Requests for information from within and without the agency are handled through research, completion of surveys, and compilation of statistical reports; maintenance, interpretation, analysis, and summarization of data; and population projections and needs assessments. Proposed legislation is reviewed and feedback is provided from the agency to County legislative representatives at the Virginia General Assembly. Compliance with American Correctional Association standards is continually monitored and documented to ensure a successful re-accreditation audit of the Adult Detention Center every three years. Documentation is maintained and reviewed for compliance with standards required for re-accreditation by the American Correctional Association. The Section coordinates on-site review of standards by ACA every three years. Monthly statistics, reports and other data for three of the four Divisions of the Sheriff's Office are maintained. The Section compiles statistics and completes surveys and a yearly census, and handles requests for other information on demand from within and without the agency. It provides projections and assists in agency planning as needed. Proposed legislation is reviewed and feedback is provided annually to County representatives at the General Assembly. Information is provided to state, federal, and County agencies. The majority of service is provided to all Divisions within the Sheriff's Office (Administrative Services, Correctional Services, Community Corrections, and Court Services Divisions). Information is also provided to various other County agencies such as Office of Management and Budget, Department of Public Works; Project Management Division; and Office of the County Executive. Additionally, service is provided to agencies outside the County such as the U.S. Department of Commerce, Bureau of the Census; Virginia and National Sheriff's Associations; American Correctional Association; National Commission on Correctional Health Care; Virginia Department of Corrections; Virginia Department of Criminal Justice Services; and various other public and private agencies, organizations, and individuals.

Another integral part of this CAPS area is the Training Branch which provides mandated training (22 weeks recruit level) and retraining (40 hours bi-annually) to officers and deputies of the Fairfax County Criminal Justice Academy member agencies. Additionally, the Training Branch provides mandated training and retraining to each deputy sheriff and certain civilian employees of the Sheriff's Office on a regular basis. Training is provided by classroom/roll call instruction, practical field exercises, firearms training/practice at approved ranges and driver training/practice at approved track.

The Information Technology Branch oversees and maintains the technology infrastructure within the Agency that includes the following systems: an inmate management system, a civil process services system, a VCIN/NCIC system, and a PC LAN system. The Section ensures that access to VCIN is in compliance with Department of State Police regulations, and ensures that operators receive mandated training. Access to the Sheriff's Office information technology systems is coordinated through the IT Branch. Requests for information access from internal Fairfax County agencies and external agencies are also coordinated by the IT Branch. Requests for information are provided upon request to the general public. The IT Branch provides support for the production of the LIDS (J7/J8) report produced from the data entries of the

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inmate management system. This mandated report is submitted monthly to the Virginia Department of Corrections and generates the revenue received for the housing of State responsible inmates in the Adult Detention Center (ADC). Support for this report includes a review of changes to the Code of Virginia, updating mainframe computer tables to accommodate these changes, and coordinating the programming changes as necessary. The IT Branch is also in the initial stages of implementing and running a Printrak inmate processing system for a more advanced tracking of inmate data and processing and a MugShot system for inmate records and photos.

A new Branch added to the CAPS area since the last review is the Community Relations Branch. This Branch incorporates the PIO staff person now called the Information Officer that was reestablished in FY 2000. This Branch/Section coordinates all aspects of the Sheriff's Office involvement with the public regarding information to the public, tours of the Adult Detention Center, Courthouse, media contacts and requests; and gathers and writes material for news releases, and other newsworthy events. As directed by the Sheriff, serves as Department spokesperson and point of contact for the County Director of Public Affairs; plans and supervises all department initiated programs in the public domain; and serves on boards and committees for the Sheriff. The Chief of this Branch coordinates this region's TRIAD program and oversees the Crime Prevention Officers and Child Safety Seat Officers as well as Fairfax Fair activities and other widely used and publicized community functions. The IO is also responsible for maintaining media contacts. This employee is the liaison contact person for all contact with the media. He/she coordinates media requests to interview an inmate or staff member or film any inmate or staff member. The various types of media contacts and requests are received from print media both local and national and television news media both local and national.

### ► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Agency Personnel Supported	516	550	564	565	573
Total Budget Administered	31,940,791	34,870,587	34,776,078	42,008,625	42,292,534
New Hires	91	48	52	75	120

### ► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 26 - 50%. The specific Federal or State code and a brief description of the code follows:

- This activity, program and service area encompasses several unique functions within the Sheriff's Office. They all are carried under the umbrella of the Administrative Services Division and provide essential services to the agency staff, the citizens of Fairfax County and the Board of Supervisors. The codes which govern these areas are directly related to the Fiscal and Material Management Branch, Budget Section which coordinates, prepares and monitors the agency annual budget submission. The Code of Virginia Section 14.1-50 requires that each state official receiving any support from the State Compensation Board must submit a budget request to the State each year in order to be reimbursed for staff and other expenses. Also in compliance with County regulations, an annual budget request is

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submitted to demonstrate projections for expenditures and estimated revenues during the fiscal year.

- Other codes are State Board of Correction/Department of Corrections specifically that any local government that operates a jail, lock-up or community service program is required to participate in a compliance audit once each two to three years. The standards addressed are life, health and safety issues; management and administrative matters; and client programs and services. (DOC 1991)
- The Sheriff's Office also has in the service area a new service area, Community Relations Branch. This Branch was established to offer more immediate contact to the citizens of Fairfax County and to provide helpful and essential services to those who might not otherwise receive assistance. This Branch consists of two staff members. Their services are provided in conjunction with Code of Virginia, Chapter 10, section 16.1-222, Virginia Juvenile Justice Information; Chapter 11, section 16.1-226 Juvenile and Domestic Relations District Courts; Chapter 21, Section 2.1-340, Virginia Freedom of Information Act and Chapter 26, section 2.1-377 Privacy Protection Act of 1976. The Community Relations Branch provides services to older citizens through the establishment of the TRIAD program and SALT groups in the various supervisory regions. They are active with youth and at-risk teens, very visible in fingerprint and child identification activities and child safety seat instructions.
- Other codes that are relevant are JLARC, state and federal mandates; Virginia State Code 15.1-131.8, Part 1910, Title 29, federal code and Americans with Disabilities Act. Applicants for employment as a deputy sheriff must undergo a background investigation, including a fingerprint-based criminal history. Employee exposure to bloodborne pathogens requires provision of post-exposure evaluation and follow-up. The Personnel Section implements certain portions of the ADA at the agency level. Code of Virginia Section 15.1-131.8; ADA; Part 1910 of Title 29 - Federal code. Part 1910 of title 29 of the federal code regulations (OSHA's Bloodborne Standard) requires this agency to provide post-exposure evaluation and follow-up after receiving a report of an exposure incident. Comprehensive medical file maintenance and subsequent reporting to health care practitioner treating the employee is mandated.
- See other citations in Code of Virginia, Sections 9 - 170 through 9-196; 14.1-84.1-14.1-84.6; 15.1-131.8,23-235,15.1-21,52-15, which require certain levels of training for both police and deputy sheriffs. Code mandates the amount of training to be received, the qualifications of the instructor as well as the % of score required to successfully complete mandated training. This activity/service area has a great responsibility to the staff of the agency, the inmate population, the County courts, and ultimately the citizens of Fairfax County.